



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS

From: Becky Koehler
Bureau Chief of Personnel Management

Subject: Technical Vacancy

Date: March 28, 2018

Attached are the Position Summary Sheet and Position Description for the Seasonal Technician Trainee Intern position listed below. Please post this vacancy announcement March 28, 2018, in the designated areas.

The deadline for applying for this position is **4:30 p.m. on Tuesday, April 10, 2018**. Applicants **will not** be accepted after that time and date.

Applicants must submit the materials below to the Bureau of Personnel Management, 2300 S. Dirksen Parkway, Room 113, Springfield, IL 62764, no later than 4:30 p.m. on Tuesday, April 10, 2018.

- Signed and completed Application for Seasonal Technician Trainee Intern (PM2420)
- CMS284A Authorization for Release of Criminal Information
- CMS284B Self-Disclosure of Criminal History
- Official College Transcript(s) embossed in a sealed envelope

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

TT

Seasonal Technician Trainee Intern
Office of Chief Counsel
Bureau of Claims (Cook)
Schaumburg

Attachments

Signed and completed Application for Seasonal Technician Trainee Intern (PM2420), CMS284A Authorization for Release of Criminal Information, CMS284B Self-Disclosure of Criminal History and Official College Transcript(s) **must be received by the Bureau of Personnel Management by 4:30 p.m. on Tuesday, April 10, 2018.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technician Trainee

Salary: \$12.00 per hour

Position Title: Seasonal Technician Trainee Intern

Union Position: ☐ Yes ☒ No

Position Number: PW010-23-30-101-00-44

Office/Central Bureau/District/Work Address:

Office of Chief Counsel/Bureau of Claims (Cook) /201 W. Center Court/Schaumburg, IL

Description Of Duties:

The Seasonal Technician Trainee Intern Program is designed to give students an opportunity to obtain on-the-job training from May 16, 2018 through August 15, 2018.

This position provides support services to the Office of Chief Counsel/Bureau of Claims by assisting with the maintenance of accurate documentation and performing general administrative duties as required.

Special Qualifications:**Required:**

- Valid driver's license
- Must be enrolled in college for the Spring 2018 session
- At least 18 years old within the calendar year of hire

Desired:

- Strong computer skills
- Knowledge of proper office practices
- Ability to communicate effectively and follow oral and written instructions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

- Proof of automobile liability insurance required at time of offer.

***IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 5, 2018	POSITION:	Seasonal Technician Trainee Intern
APPROVED BY:	Susan Stitt	OFFICE/DIVISION:	Office of Chief Counsel/Bureau of Claims
CODE:	PW010-23-30-101-00-44	REPORTS TO:	Region I Claims Manager

Position Purpose

This position provides support services to the Office of Chief Counsel, Bureau of Claims by assisting in maintaining accurate documentation and performing general administrative duties as required.

Dimensions

Indeterminate

Nature and Scope

This position reports to the Region I Claims Manager. There are no subordinates reporting to this position.

This position functions within the Bureau of Claims and assists with the handling and processing of claims documentation and payments for damage to state property. The ultimate goal of the collection process is to maximize recovery in the shortest possible time period. These functions require the individual to be aware of the department's claims process to ensure that the appropriate documents are retained and processed appropriately.

Typical problems include a significant volume of materials to be handled and the time sensitive and confidential nature of the claims process.

The incumbent assists with general administrative support functions. S/He assists in answering phone calls, evaluating the callers request and directing them to the appropriate staff. The position assists in maintaining files and documentation as well as reviewing and accurately processing mail, which may include claims and legal documents and notices. S/He prepares correspondence and ad hoc documentation and coordinates with staff from the districts and various central office bureaus.

In performing the functions of the position, the incumbent has daily contact with the Bureau of Accounting and Auditing, district claim offices, insurance companies, other state agencies, and the motoring public.

This position is constrained by all departmental and Department of Central Management Services rules and regulations. The incumbent refers non-routine, sensitive issues to the supervisor.

The incumbent's effectiveness in this position is measured according to the ability to accurately and promptly complete assigned tasks.

Principal Accountabilities

1. Provides general support functions.
2. Opens, processes, and accurately distributes claims and legal documentation as directed by policy or the supervisor.

3. Promptly and efficiently identifies and retrieves existing claim files for appropriate action by other claims personnel; and refiles claim files pursuant to office and record retention procedures.
4. Assists in maintaining and purging prior year closed files according to the policies of the office, and departmental record retention policies.
5. Maintains the highest level of confidentiality of the claims and legal documents viewed and handled, as well as confidential discussions which are overheard or in which the incumbent participates.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.